



Mary H. Matula Elementary School

6025 Radio Station Road, La Plata, MD 20646

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Carrie Richardson, Principal

Kim Riley-Dade, Assistant Principal

August 18, 2023

Dear Parents and Guardians,

We encourage students to ride the bus to and from school whenever possible; however, **if your child does not ride the bus in the morning, please note the following procedures for student drop-off in the front parking lot:**

1. Pull through the parking lot, in a single file line, when dropping off your child. That way we may be able to have several vehicles dropping off students at one time.
2. Since staff members will assist your child in exiting your vehicle, do not get out of your vehicle unless absolutely necessary.
3. Once your child has left your vehicle, proceed out of the parking lot so that other parents may drop off their children.
4. Do not park your vehicle in the drop-off zone and walk into the school building.
5. Do not drive around the line of vehicles waiting to drop off students.
6. **Any student arriving after 9:20 a.m. must be signed in by a parent or guardian at the main office before entering the classroom.**

Car riders may not be dropped off prior to 9:00 a.m.

If your child does not ride the bus daily in the afternoon, please note the following procedures for student pick-up in the front parking lot:

1. Pull through the **BUS** parking lot, in a single file line, when picking up your child. That way we may have several vehicles picking up students at one time.
2. Since staff members will assist your child in entering your vehicle, do not get out of your vehicle unless absolutely necessary.
3. If your child has not arrived when your vehicle enters the pick-up zone, proceed through the bus lot and loop back to get in line again.
4. Do not park your vehicle in the pick-up zone and walk into the school building.
5. Do not drive around the line of vehicles waiting to pick up students.
6. Car riders will be dismissed by 4:00 p.m. after all bus riders have been dismissed.

Parking on Matula Drive is prohibited between the signed areas prior to 4:00 p.m. Monday-Friday. Please follow the directions of the Matula building service staff member, who will be posted at the La Plata High School service entrance.

We will continue with numbered hang tags for the parents/guardians of car riders. Each family will be issued two numbered hang tags, and students will have bookbag tags with corresponding numbers. This system has been very successful in expediting the daily pick-up process. Previous year's car hang tags should be discarded as they have expired.

If your child is not a car rider on a daily basis, he does not need a car rider tag. On the days he is being picked up as a car rider, please send a note to his teacher. You will then park your vehicle, come into the building and sign him out in the main office. **Early departures must occur prior to 3:30 PM.**

All dismissal changes must be made ahead of time in writing. Emergencies will be handled on a case-by-case basis.

Thank you, in advance, for adhering to the above procedures, as the safety of our students and staff members is our priority.

Sincerely,

Carrie Richardson, Principal

Kim Riley-Dade, Assistant-Principal

**Mary H. Matula Elementary School
Car Rider Information Form
SY 2023-24**

****ONLY FOR STUDENTS WHO ARE DAILY CAR RIDERS. PLEASE WRITE NEATLY IN INK****

Name of Student _____ Grade _____

Name of Sibling(s) _____ Grade _____

_____ Grade _____

_____ Grade _____

Address of Student _____

Parent/Guardian Phone Number _____

Name of Person(s) Authorized to Pick Student Up from School Daily

I understand that my signature below gives authorization to any adult with the matching hang tag to pick up my child from school.

If the hang tag is not present, but the adult is listed above, he will need to provide photo identification. Without the matching hang tag or photo identification, the adult must park and report to the main office. Changes to daily car rider pickup for an adult without the hang tag to pick up must be submitted in writing by the parent/guardian.

Each family will be issued two numbered hang tags, and students will have bookbag tags with corresponding numbers. Lost car hang tags or bookbag tags will result in a new number having to be issued to the family at a cost of \$5.00.

Parent/Guardian Signature

Date